

## **Lost or Damaged Items**

Written by Administrator

Tuesday, 21 June 2011 12:34 - Last Updated Friday, 30 September 2011 16:28

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### **Lost Items**

Any item that is overdue for an extended period of time will automatically be marked as lost by the computer system. This prompts the computer to bill the account for an amount equal to the replacement cost of the item. If the item is returned, the bill will revert back to the overdue fine. Any item that is not returned must be paid for by the responsible party so that a replacement may be purchased.

### **Damaged Items**

Damage to items must be assessed by our technical services department. The fees associated with damaged items are determined by the technical services department. Non-reversible damage may result in a bill for the replacement of the item (i.e. water damage, stained or torn books, scratched CDs, DVDs). Reversible damage may incur a minimal fee that covers the labor, processing or materials needed to repair the item. This fee is determined by the technical services department. In order to maintain a collection of items in good repair and working condition for all patrons, library staff assess the condition of all items upon checking them in. Damage is noted immediately upon discovery and responsibility for the damage is established.

### **Interlibrary Loan Items**

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Items that are owned by libraries other than the Springfield Township Library may incur fees and fines that are determined by the owning library's policies. The Springfield Township Library cannot interfere with the fees and fines associated with materials that belong to other libraries.

## **Blocked Accounts (due to item damage or loss)**

All Springfield Township Library accounts that have fines or fees for lost or damaged items will be blocked from further use until the fine is paid in full. Partial payment is prohibited. We accept cash or checks as payment. If paying by mail, please write your library card number in the memo line of your check.